

**Library Practitioner Certification Application**  
**Contact Hour Credit Documentation for No Certificate Events**

*to be used to document each workshop, webinar, conference program, training,  
etc. for which no formal certificate is issued*

Name: \_\_\_\_\_  
Date or Dates of Event: \_\_\_\_\_  
Location: \_\_\_\_\_  
Event type: \_\_\_\_\_  
Conference title (if applicable): \_\_\_\_\_  
Program title: \_\_\_\_\_  
Number of Contact Hours: \_\_\_\_\_  
Which Core Competency are you requesting credit for? \_\_\_\_\_  
Which Topic? \_\_\_\_\_

Give a **brief** description of why the event fits the Core & Topic you have chosen.  
For example:  
*I put the webinar, "Effective Budgets for Small Libraries," under the topic,  
Finance & Funding, in Administration because it matches topic description  
number 2 for developing library budgets.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach any supporting documentation you have for this event.**

For example:

1. For a **conference program**, you could include a copy of a page from the program describing the session you are requesting credit for.
2. For a **webinar** with no certificate, you could include a copy of your email confirmation and print out a page from the Internet with the webinar description on it.
3. For **workshops** taken through the State Library Event Registration page, you can go to the Event Registration page ([www.azlibrary.gov/eventreg/](http://www.azlibrary.gov/eventreg/)) and log in to your profile by clicking on "My Profile" in the left bar. Once you are logged in, all your workshops and trainings will be listed below the profile fields. You can print a copy of the page and submit one copy to cover all your workshops and trainings listed there. You may also click on the individual workshops to see a description you can use in choosing which competencies you wish to count them toward.